

**US DEPARTMENT OF  
ENERGY  
(US DOE)**



**US DEPARTMENT OF ENERGY  
ENVIRONMENTAL MANAGEMENT  
CONSOLIDATED BUSINESS  
CENTER  
(EMCBC)**

**OFFICE OF TECHNICAL SUPPORT &  
ASSET MANAGEMENT  
(OTSAM)**



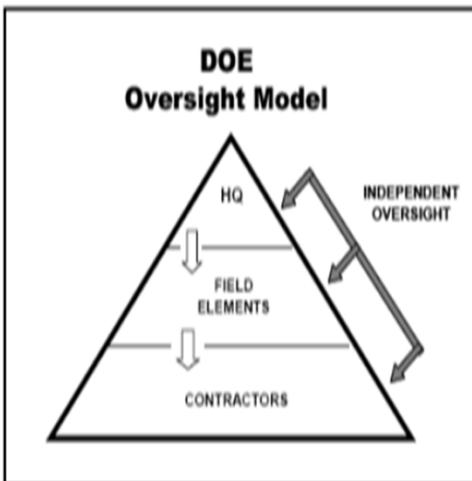
**OFFICE OF TECHNICAL  
SUPPORT & ASSET  
MANAGEMENT**

**250 East Fifth Street  
Suite 500  
Cincinnati, OH 45202**

**INTEGRATED PROGRAM/PROJECT  
MANAGEMENT SERVICES**

The mission of the OTSAM is to provide comprehensive and high quality services to the EMCBC, small and closure sites, and the DOE complex. The OTSAM Subject Matters Experts perform compliance oriented and professional services in the area of Federal Project Management, Regulatory Compliance, Environment, Safety, Health and Quality, Real Estate, Personal Property Management, Waste & Radiological Controls Program Management, Project Management, and Transportation, as well as provide diligent project support and guidance.

**DOE  
Oversight Model**



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## PERFORMANCE ASSURANCE TEAM

The staff supports to the EMCBC, small and closure sites and the DOE complex in the areas identified below. On-site support services may involve short duration oversight visits or may be complex and subject to longer term personnel assignment.

### Waste Management & Radiological Control

Provide support to the Radioactive Waste Acceptance Program (RWAP) at the Nevada Site Office through scheduled site evaluation, as well as support to the DOE Nevada National Security Site (NNSS) and other waste generators sites. The Team also supports the DOE Consolidated Audit Program with audit support.

### Packaging , Transportation & Emergency Management

The team provides EM-45 and EM Project Sites with Transportation Compliance Assurance Process (TCAP) Reviews in the Functional Areas of Transportation, QA, Emergency Response, HAZMAT Training. The team also provides site planning and evaluation support for Transportation and Site/Project Emergency Drills, and Exercises, Emergency and Continuity of Operations Program Evaluations, Training and Qualifications.

### Safeguards and Security

The team supports EMCBC and Small Site Personnel, Physical , Information & Industrial Security Program compliance to DOE Standards and ensures that applicable requirements are met. The team assists site management to acquire facility registration and supports compliance with multiple DOE Security Management requirements.

### Records Management

The staff provides project support through program oversight to strengthen project Records Management planning. Staff provide training and assistance to the Federal and Contractor Records Management Program through assessments and activities covering the Life-cycle of Records, including Record Creation, Maintenance and Use, and Final Disposition.



## REAL PROPERTY TEAM

The staff provides comprehensive support to the EMCBC, small and closure sites, and the DOE complex on real estate issues such as negotiations, purchases, licensure, and disposal of real estate assets.

Real property management is results driven to reduce the costs associated with the administration, leasing, disposition, and acquisition by completing transactions in cost-effective and efficient manner, while adhering to Departmental and Federal guidelines.

## PERSONAL PROPERTY TEAM

The staff provides support to the EMCBC, small and closure sites, and DOE complex in the areas such as Contract Property Administration Services, Federal Property Management Services, and Fleet Management Services. The goal is to attain an efficient property management system with uniform policies and guidelines and standards for effective management of personal property. The main areas of emphasis for the Contract Property Administration Services include:

- Property Disposition for Remediation
- Site Closure
- Vehicle Fleet Management Services
- DOE/GSA/Contract Leased Vehicles
- Automated System Management
  - Federal Automated Statistical Tools
  - Federal Property Database Services
  - Property Information Database System
  - Contract Property Reporting Requirements
  - Energy Asset Disposal System



## ENVIRONMENTAL, SAFETY, HEALTH AND QUALITY TEAM

The staff supports the EMCBC, small and closure sites, and the DOE complex in the functional areas that include:

### Regulatory Compliance

The team develops and implements internal controls to ensure proper coordination and compliance with Federal, state, and local regulatory requirements for CERCLA, RCRA, SARA, NEPA and NRDC, etc.

### Environmental Safety and Health

The team develops integrated safety management program reviews and implements safety and health programs to ensure adequate programmatic controls are in place for the protection of workers, public, and the environment.

### Management Systems

The team is responsible for development, implementation and oversight of safety management and technical oversight of Systems and programs.

### Quality Assurance

The team is responsible for assessment, surveillance and support to analyze the effectiveness and timeliness, quality and efficiency of work requirements and processes.

## TECHNICAL SERVICES TEAM

The staff is responsible for establishing requirements, procedures, processes and policies to streamline project planning and execution, as well as provides long-term operational oversight and support

## CLASSIFICATION SUPPORT TEAM

The staff provides Classification guides and conducts training and certification for derivative classifiers, and participates in declassification efforts at Denver, CO.

